



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G3/5/7
400 ARMY PENTAGON
WASHINGTON DC 20310-0400

DAMO-FMS

11 December 2013

MEMORANDUM FOR All personnel Assigned/Attached to the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #8 – Academic Integrity Policy

1. PURPOSE: AFMS seeks to ensure an environment of intellectual integrity in both the learning and evaluation processes taking place in the school. To protect this integrity and the rights of all students, this policy and procedure has been created.

Academic integrity is expected and required of all students. Students are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined in accordance with this policy.

2. Cheating offences include, but are not limited to, the following:

- a. Copying from another student in a test or examination situation.
- b. Copying and submitting in whole or in part the work of another in an assignment, report, project, etc. as one's own.
- c. Copying and submitting in whole or in part, electronic files or data created by another person without the instructor's permission.
- d. Using unauthorized material or aids in a test or examination situation.
- e. Possessing unauthorized material or aids in a test or examination situation.
- f. Claiming to have completed assigned tasks that were, in fact, completed by another person.
- g. Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- h. Allowing another person to take a test or examination in one's place.
- i. Altering or falsifying academic records in any way.
- j. Submitting false medical, academic or other documentation required.
- k. Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
- l. Aiding or abetting anyone in a cheating offense.
- m. Using any electronic device during testing procedures.
- n. Copying any portion of an electronic examination.

3. When a student is suspected of cheating, the instructor or course director who suspects the student of cheating will, at the earliest opportunity, investigate the situation

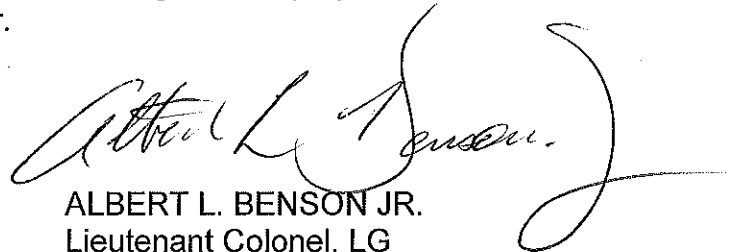
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and forward the findings to the AFMS Academic Review Board for review and determination of disciplinary actions if required.

4. If the student is found guilty, the AFMS Academic Review Board may recommend a variety of disciplinary actions to the Deputy Commandant which may include informal counseling up to dismissal from the course.

5. Students may appeal any disciplinary action through the Deputy Commandant, which will be arranged by the Program Manager.

A handwritten signature in black ink, appearing to read "Albert L. Benson Jr.", is written over the typed name and title.

ALBERT L. BENSON JR.
Lieutenant Colonel, LG
Deputy Commandant, AFMS